



## 2013 TOWN OF FAIRFAX

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SELECTBOARD MEETING  
MONDAY, OCTOBER 21, 2013  
7:00 PM

The minutes presented below are unapproved subject to corrections and/or additions at the next Selectboard meeting. Those corrections and/or additions will be written to the original minutes. If you, the viewer, wish to personally see those changes, you will need to go to the Fairfax Town Office to view those changes as written on the original paper copy.

**Selectboard Members Present:** Randy DeVine, Chair; Dave Shea, Tom Fontaine and Leebeth Ann Lemieux.

**Public Present:** Jim Minor, Cemetery Commission; Deb Woodward, Town Clerk and Treasurer; Katrina Antonovich, Rec. Director; Mark Hunziker, Citizens for Fairfax Community; LCATV.

**Call to Order:** Randy called the meeting to order at 7:07 pm.

**Minutes 10/7/13:**

\*Tom made the motion to accept the minutes as amended regarding the circle saw actually being a cut off saw; Leebeth seconded the motion. The motion carried with a vote of 4-0. Materials to construct a steel door have been ordered.

**Minutes 10/10/13**

\*Dave made the motion to approve the minutes as written; seconded by Leebeth. The motion carried with a vote of 3-0, Tom abstained.

**Purchase Orders:** The orders were reviewed by Randy.

**Public Input:**

Jim Minor, Cemetery Commission:

7:11 PM Executive Session: \*Tom made the motion to enter into Executive Session to discuss a personnel matter;

7:44 PM Exit Executive Session - Dave made the motion to exit; seconded by Tom. The motion carried with a vote of 4-0.

**Agenda:**

**Deb Woodward, Town Clerk & Treasurer**

Deb comes in this evening at the request of the Selectboard. She has added Sheri to the checking account and has a form for the Board to sign - which they did. Deb checked into the B.C.B.S for a comparable of what the town now offers its employees. It was compared to the Platinum plan from Vermont

10.21.13 Minutes Cont.

Health Connect. Chris Santee, the Board Insurance liaison was not in attendance this evening therefore, the discussion was tabled until the next meeting.

A settlement check was received for a legal matter. Deb contacted John Cushing, Milton Town Office, on the best method of reimbursing the departments involved. *The Board asked Deb to provide them with the \$ amount paid to Stitzel, Page & Fletcher for this case.*

Credit Card: The Selectboard has applied for a credit card with the Union Bank for office purchases. Deb handed out a Credit Card Policy model from VLCT Financial Policies Handbook. The Board tabled the policy until the next meeting November 4<sup>th</sup>. Deb asked if the Board was saying that the credit card(s) shouldn't be used until the policy is signed. *This was not agreed upon by the Board.*

The Board asked Deb to come in this evening to discuss the labor portion of her budget; which currently is at an overage at 102.46%. Deb stated this was due to the installation of the new NEMRC program and training, turnover in staff and elections. Dave asked Deb "how can we fix it"? She was asked to bring in a projected budget to the end of the year, which she gave to the Board. She is asking for an additional \$8,247.84, which encompasses regular hours as well as 32 (thirty-two) hours of overtime.

Payroll timesheets due date discussed. As of December 1st a change of the due day will be made to accommodate other members of the Board to come in and train on reviewing the invoices. Deb stated that if all orders and invoices were into her by Wednesday night that would give her enough time.

Vacation, start date versus calendar year: The Employee Policy will be reviewed and clarifications made.

**Katrina Antonovich, Rec. Director**

Katrina handed out her activities report. She asked the Board if it was alright to open the "100 acre woods" in North Fairfax to the public. They were in agreement with this. Signage will be obtained for parking and trail heads. She has four people interested in becoming Rec. Board members, which she asked the Board to approve.

\*Dave made the motion to approve the following people as new Rec. Board Members: Jennifer Howard, Mark Hitchcox, Grace Eastman and Katelynn Feerick. The motion was seconded by Tom. The motion carried with a vote of 4-0.

Baptist Building - On September 10<sup>th</sup>, the Baptist Trustees agreed to give the building to the CFC. At the October 8<sup>th</sup> meeting of the CFC, they decided it was better to move forward with the Rec. Department. Katrina is here this evening asking for the Board's approval for securing the Baptist Building as a Rec. Dept. building with a plan of creating an intergenerational community center. The Board asked about repairs, grant funding as well as annual costs.

10.21.13 Minutes Cont.

\*Dave made the motion giving Katrina, the Director of the Rec. Department, the authority to apply for a debit/credit card from where ever the special account is at, with the condition that we have a credit/debit card policy in effect prior to any transactions. The motion was seconded by Ann. The motion carried with a vote of 4-0.

Accepting credit card payments.

**Other Business:**

1. New Town Office submittals: The SB members will meet on Wednesday, October 23, 2013 at 6 PM. - meeting warned.
2. Forming a Water District: Dave is asking the Board for their approval to contact VLCT for research on the process of forming a water district. By consensus of the Board they agreed. (Dave stated he has five people interested in serving.)
3. Library email regarding pay sheets. The Board will have Chris, as he is the liaison to the library, to talk with Deb Landauer regarding timesheets.

**Adjourn:**

10:04 PM - Dave made the motion to adjourn; seconded by Tom. The motion carried with the vote 4-0.

The next regular scheduled meeting will be held on November 4, 2013.

The minutes were submitted by Stacy Wells, Adm. Asst. to the Selectboard.

  
Randy Devine, Chair  
Town of Fairfax Selectboard

11/4/13